

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, April 13, 2016 in meeting room 4C, located on the fourth floor of the Administration Building.

MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

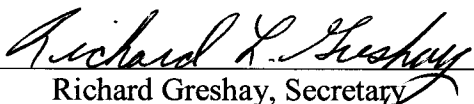
MEMBERS EXCUSED: None


ALSO PRESENT: Sarah Eske, Human Resources Director; James Mielke, Dodge County Administrator; Tonia Mindemann, Assistant HR Director; Russell Kottke, County Board Chairperson; Nancy Pirkey, Attorney; Donna Maly, County Board Supervisor; Mary Ann Miller, County Board Supervisor.

Motion by Schmidt, second by Duchac to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session is for the purpose of conducting public business for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; specifically regarding potential County employee discipline. The meeting is closed pursuant to Section 19.85(1)(g) of the Wisconsin Statutes. It was the consensus of the Committee to allow County Board Chair Kottke, Supervisor Maly and Supervisor Miller to attend the closed session meeting. Roll call vote was taken. Motion carried by unanimous vote of all members present at 3:26 p.m.

There was discussion regarding a written complaint. There was also discussion regarding an update regarding an internal investigation.

Motion by Frohling, second by Duchac to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 4:48 p.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik Frohling, Greshay, Schmidt, and Duchac

MEMBER EXCUSED: NONE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, April 13, 2016 at 3:00 p.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Russ Kottke, County Board Chairman; Nancy Pirkey, Attorney; Donna Maly, County Board Supervisor; Mary Ann Miller, County Board Supervisor; Scott Smith, Chief Deputy

Meeting called to order by Marsik at 3:00 p.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None.

Eske presented a request for donations of sick time for a Human Services & Health employee who was on approved family leave to care for a spouse and now is on leave for their own medical condition beginning April 5, 2016 and returning May 2, 2016. Eske explained that the employee has used all available time off, however will use new vacation when available on April 23, 2016.

Motion by Frohling to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Seconded by Greshay. Motion carried.

Eske provided the Committee with an update regarding the Carlson Dettmann Market Study of Dodge County Labor Grade Structure stating that Patrick Glynn will meet individually with Department Heads regarding any concerns on April 26th and 27th.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Child Support Specialist I or II – F.T.

Child Support Office

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Frohling. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

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NEW HIRE: Laure L. Dei, Administrative Secretary III, UW Extension, \$14.74, DC03, ST01, 04/21/2016; Curtis A. Hawkinson, Technical Services Specialist, Information Technology, \$22.44, DC07, ST01, 04/18/2016; William Suprna, Park Caretaker-Ledge Park, Land Resources & Parks, \$10.61, MSC06, ST01Y1, 04/14/2016; Travis A. Nickels, Technical Services Specialist, Information Technology, \$22.44, DC07, ST01, 04/11/2016. RE-HIRE: John A. Sevenz, Park Caretaker-Harnischfeger Park, Land Resources & Parks, \$11.34, MSC06, ST03, 04/11/2016. LIMITED TERM/SEASONAL: Dustin D. Winkelman, Youth Dairy & Livestock Summer Agent, UW Extension, \$10.00, MSC19, ST01, 05/23/2016. RECLASSIFICATION: NONE. STEP INCREASES: Brian L. Otto, Equipment Operator – East, Highway Department, \$23.10, DC05, ST10A, 05/15/2016; Bonnie E. Backhaus, Receptionist II, Clerk of Courts, \$13.54, DC02, ST03, 05/29/2016; Christine C. Shanahan, Counselor III – Children with Disabilities, Human Services & Health, \$28.85, DC07, ST11B, 05/23/2016; Jennifer J. Main, Customer Service & Support Specialist, Human Services & Health, \$13.18, DC02, ST02, 05/20/2016; Patricia D. Kittleson, Legal Assistant, District Attorney's Office, \$19.75, DC04, ST8A, 03/19/2016; Robert E. Griffith, Print Shop Technician, Central Services, \$19.79, DC03, ST13B, 05/15/2016; Leann M. Schultz, Insurance and Benefits Coordinator, Human Resources, \$23.44, DC06, ST06, 03/24/2016; Christine Churchill, Director of Communications/Support Services, Sheriff's Office, \$32.24, DC10, ST06, 05/04/2016; Sherryl M. Spreutels, Economic Support Specialist II, Human Services & Health, \$20.71, DC05, ST05, 06/16/2016; Lina M. Rooney, RN-Public Health, Human Services & Health, \$31.67, DC08, ST12A, 05/17/2016; Joann E. Bodden, Economic Support Specialist II, Human Services & Health, \$20.71, DC05, ST05, 06/09/2016; Catherine D. Schoenberger, Economic Support Specialist II, Human Services & Health, \$20.18, DC05, ST04, 06/18/2016; Karen J. Ferstl, Home & Financial Advisor II – CPS, Human Services & Health, \$17.61, DC04, ST03, 05/01/2016; Dawn M. Lokken, Technical Services Lead, Information Technology, \$25.75, DC058, ST03, 04/14/2016; James R. Jahn, Utility II/Truck Driver – West, Highway Department, \$19.04, DC04, ST06, 05/27/2016; Stephen L. Pett, Operations Superintendent, Highway Department, \$32.72, DC11, ST04, 05/25/2016; Kelly S. Brandsma, Deputy Clerk of Courts, Clerk of Courts, \$19.99, DC04, ST8B, 06/02/2016.

The Committee reviewed the Orientation Period Reports as presented.

Eske provided the Committee history regarding payment of double time on holidays to Non-sworn jail employees called in on the holiday. Eske further explained how holidays were setup in Telestaff. Smith explained to the Committee that in the transition from contract to policy for Non-sworn this was an oversight. Eske stated that Sheriff Schmidt noted that they will need to deal with past practice regarding Sworn but requested the issue be brought to the Committee to determine whether to continue to allow double time or discontinue double time and follow the policy. Eske stated that the policy went into effect 1/1/2012. Eske confirmed that over the last year there were several occurrences with Sworn and Non-sworn where employees either earned double comp time or was paid double time. Committee members discussed options.

Motion by Frohling to follow the policy regarding holiday pay going forward and not recoup from employees what has been earned as comp time or paid to date. Second by Greshay. Motion carried.

HR Director's Report:

- a) Disciplinary Actions: Eske stated that a Sworn officer was issued a written warning for failure to follow protocol for an OWI stop.

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b) Grievances and Arbitrations: None

Closed Session:

Motion by Schmidt, second by Duchac to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session is for the purpose of conducting public business for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; specifically regarding potential County employee discipline. The meeting is closed pursuant to Section 19.85(1)(g) of the Wisconsin Statutes. It was the consensus of the Committee to allow County Board Chair Kottke, Supervisor Maly and Supervisor Miller to attend the closed session meeting. Roll call vote was taken. Motion carried by unanimous vote of all members present at 3:26 p.m.

Open Session:


Motion by Frohling, second by Duchac to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 4:48 p.m. No decision was made by the Committee and no formal action was taken during closed session. It was the consensus of the Committee to support the decision of the County Administrator.

Committee Member Reports: None

Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **May 3, 2016, and May 17, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 4:53 p.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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